



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:

StaO 12410.1D
3BF
18 Apr 1986

STATION ORDER 12410.1D

From: Commanding Officer
To: Distribution List

Subj: Civilian Employee Training and Development Program

Ref: (a) FPM 410 (NOTAL)
(b) CPI 410 (NOTAL)
(c) CPI 411 (NOTAL)
(d) FPM 412 (NOTAL)

Encl: (1) Relationship of Training to Duties
(2) Required Training Programs
(3) Request, Authorization, Agreement, Certification of
Training and Reimbursement, DD Form 1556
(4) Instructions for Completion of DD Form 1556

1. Purpose. To publish information and guidelines for the subject program for civil service personnel at Marine Corps Air Station, Yuma, in accordance with the requirements of reference (a), (b), (c), and (d).

2. Cancellation. StaO 12410.1C.

3. Background. The Government Employees Training Act of July 7, 1958 states in part that:

" . . . it is necessary and desirable in the public interest that self-education, self-improvement, and self-training be supplemented and extended by Government-sponsored programs for training in the performance of duties and the development of skills, knowledge, and abilities which will best qualify employees for performance of official duties."

Chapter 41 of Title 5, United States Code, is the basic statute authorizing employee training. Under that law, training may be full-time or part-time, on or off-duty, day or evening, or any combination of these. It may be given by the agency itself, by another Government agency, by an educational institution, by a manufacturer, by a professional association, or by other competent persons or groups in or out of Government. The training may be accomplished through correspondence, classroom work, conferences, workshops, supervised practice, or other methods or combination of methods. The agency may pay all or any part of the expenses of authorized training. The Equal Employment Opportunity (EEO) Act of 1972 provides for the establishment of training and education programs designed to provide a maximum opportunity for employees to

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advance so as to perform at their highest potential. While this Act did not change or provide new authority for training, it did require agencies establishing training programs to place special emphasis on programs which will provide, to those employees which it determines have the potential for higher level positions in the agency, the knowledge and skills which would enable them to carry out the duties of positions so identified. The Rehabilitation Act of 1983 requires reasonable accommodations be provided to handicapped civilian employees attending training.

4. Information. To ensure maximum use of skills and to maintain individual efficiency, employee training and development must continue to be a vital function within the Marine Corps. To that end, all employees should be given sufficient training to maintain and develop existing and potential skills. Enclosure (1) should be used as a guide in selection of employees to attend training. Enclosure (2) lists required training for civilian employees. Enclosure (3) is the only official means for requesting, approving, and obligating funds for attendance at meetings, symposia, conferences, and seminars and is also a funds authorizing and reimbursement document. The items circled on enclosure (3) are to be completed by the requestor prior to submission to the Employee Development Specialist (EDS), Civilian Personnel Office. Enclosure (4) provides instructions to complete the DD Form 1556. The DD Form 1556 is to be prepared for all civilian employees prior to attendance at training regardless of whether there are training cost involved or not. Approval of training is required prior to enrolling in, or making any commitment for the training. Training may not take place until approvals (signatures) are obtained on the form from the employee's immediate supervisor, the second level reviewing official, and the EDS. The DD Form 1556 is not to be used to request and authorize professional meetings, seminars, conferences, and symposia that do not have training of participants as the primary objective, or to request or authorize any other nontraining event. Employees nominated to attend training are required to read and sign the Privacy Act Statement, items 34 and 35 on the back of the first page of the DD Form 1556 if it is for government training; if the training is non-government, all signature blocks must be signed.

5. Policy. The policy of this Command is to provide training to improve employee performance and organizational productivity and to contribute to organizational economy, efficiency, and the attainment of mission goals and effectiveness. Amplification of this policy follows:

a. Employees are encouraged to pursue self-development activities consistent with work requirements and priorities.

b. Training needs will be reviewed annually.

c. Proven learning acquisition practices and techniques will be employed to meet identified present and long-range priority training needs.

d. Local training and development facilities and capabilities will be utilized before supplementing with other government or non-government facilities and capabilities.

e. Selection of employees for training will be made on the basis of merit, fitness, and potential; there will be no discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental handicap, political affiliation, marital status, or any other nonmerit factors in the consideration and selection of employees for training and development.

f. Military personnel will attend appropriate civilian training programs.

6. Responsibilities. Training and development responsibilities are as follows:

a. Commanding Officer. The Commanding Officer, Marine Corps Air Station, Yuma, is responsible for:

- (1) Issuing implementing policies, plans, and programs.
- (2) Providing adequate financial and staff resources.
- (3) Approving annual activity training plan.
- (4) Assuring that identified needs and resources shortfalls are communicated promptly to higher authority.
- (5) Ensuring participation by military personnel in appropriate civilian training programs.

b. Civilian Personnel Officer. The Civilian Personnel Officer is responsible for:

- (1) Program management of the employee training and development function.
- (2) Rendering advice and assistance on all matters pertaining to the training and development of civilian employees.
- (3) Ensuring that all approved programs and activities comply with established Federal law, and applicable Office of Personnel Management (OPM), Department of Defense (DOD), and Department of the Navy (DON) regulations and policies.
- (4) Ensuring that the Employee Development Specialist or other subordinate staff members, who are assigned temporary or permanent training and development duties, are fully competent to discharge their responsibilities.

c. Employee Development Specialist (EDS). The EDS, Civilian Personnel Office, is responsible for:

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(1) Advising appropriate levels of supervision and management to ensure regulatory compliance with activity training.

(2) Providing assistance and counseling to employees and management officials.

(3) Ensuring that required training is conducted in a professional and timely manner.

(4) Conducting an annual training survey to identify all training needs and developing the Activity Training Plan (ATP).

(5) Assessing the effectiveness of completed training.

d. Line Managers. Line managers are responsible for:

(1) Ensuring that their subordinates possess the competencies to perform their duties efficiently and effectively.

(2) Ensuring that adequate resources are available to execute proper employee training and career development programs.

(3) Conducting a needs assessment for each employee annually in conjunction with the performance appraisal process. Identified training needs are to be documented by use of an Individual Development Plan (IDP). Employee needs are to be based on the following:

(a) Competency or performance deficiencies associated with the execution of official duties in the current position;

(b) Knowledge, skills, and abilities that are part of individual and formal career progression programs (that lead to specified target positions or occupations);

(c) New competency requirements in the present position brought about by changes in organizational structure, policy, mission, technology, or equipment;

(d) Requirements associated with the overall training and development of activity staff members (e.g., team training, quality circles, organizational development, etc.);

(e) Retraining requirements of activity employees due to recruitment shortfalls;

(f) Retraining requirements for employees displaced through reduction-in-force, or employees affected by organization mission or work assignment changes; and

(g) Retraining requirements for employees who become disabled and cannot perform duties of the current position.

(4) Providing reasonable opportunity for their employees to attend required and approved training.

(5) Ensuring that the training occurs and is subsequently utilized by the employee.

e. Employees. Employees are responsible for:

(1) Demonstrating self-interest and initiative in meeting their training and development needs.

(2) Expending the necessary time and effort to achieve career objectives (consistent with DON and activity goals).

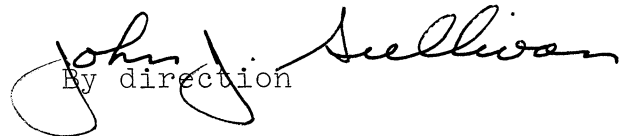
(3) Communicating their training and career development interests to their immediate supervisors.

(4) Employing the professional consultative assistance of the EDS.

(5) Applying knowledge, skills, and abilities acquired through training and development to the work situation.

(6) Providing information on self-development activities to the Civilian Personnel Office for record purposes.

7. Applicability. This Order is applicable to all civil service employees of Marine Corps Air Station, Yuma, Arizona, including employees of the West Coast Commissary Store Complex, Yuma Store.


By direction

DISTRIBUTION: C

RELATIONSHIP OF TRAINING TO DUTIES

1. Training for current duties is considered relevant when it is designed to improve current job knowledge, skills, and/or abilities in order to address any of the following requirements:

- a. To correct deficiencies discovered through the performance appraisal process;
- b. To improve the level of performance;
- c. To develop skills basic to performance; and
- d. To fulfill a prerequisite to training for any of the purposes stated above.

2. Training for future duties is considered relevant when the training is designed to enhance skills, knowledge, and/or abilities that will be useful in performing a management-planned or likely future assignment (normally one to three years from the time of training) within the activity or DON. This training may be related to any of the following purposes:

- a. Fulfilling a requirement that is contained in a formal training agreement, or a specified requirement contained in a formal career progression program (e.g., career development, upward mobility, intern, etc.);
- b. Developing competency to perform different or higher level work;
- c. Qualifying for a management-planned occupational change that is directly related to DON skills requirements; and/or
- d. Fulfilling a prerequisite to training for any of the purposes stated above.

ENCLOSURE (1)

REQUIRED TRAINING PROGRAMS

Training required by higher authority does not limit additional or other training which may be deemed desirable by the Command, position requirements or on-going programs. Department of the Navy requires all civilian employees receive training in the following areas.

1. GENERAL

a. New Employee Orientation

This training will be provided to all employees new to civil service or new to the Department of the Navy (not including temporary employees) as soon as possible after appointment.

b. Security

Security training for civilian employees will be included in orientation training.

c. Health and Safety

Continuing education to help employees avoid and prevent accidents will be included in orientation training in addition to that provided by the Station Safety Office.

d. Civilian Employee Assistance Program

Training to inform employees of the prevention, treatment and rehabilitation programs, and services available for employees with drug or alcohol problems. This training will be included in orientation and supervisory training.

2. SPECIALIZED

a. Supervisory Training

Training is required for all new supervisors during their probationary period on Federal, DON, and local personnel management policies and practices. Military personnel who supervise civilian employees will be included in this training. The personnel management training will encompass the following major subject areas:

(1) Recruitment and staffing processes, including merit promotion principles and special employment programs.

(2) Classification and position management concepts and principles.

(3) Employee training and development, including needs identification, sources of training, and evaluation of training impact on performance.

ENCLOSURE (2)

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(4) Equal Employment Opportunity, including DON policy on the prevention of sexual harassment.

(5) Employee relations, including employee rights and benefits, awards and recognition, discipline, grievance and appeals processes, leave administration, counseling, and drug and alcohol abuse programs.

(6) Labor-management relations (including pertinent Labor-Management Agreement).

(7) Legal responsibilities of supervisors.

(8) Personnel Management Information Systems.

(9) Performance Appraisal (including establishment of performance standards).

b. Equal Employment Opportunity Training

This includes required training for Deputy Equal Employment Opportunity Officers, special emphasis program managers, EEO Counselors, supervisors and managers. All managers and supervisors will have four (4) hours each year.

REQUEST, AUTHORIZATION, AGREEMENT,
CERTIFICATION OF TRAINING
AND REIMBURSEMENTA. Agency code, agency
subelement and
submitting office number
(xx-xx-xxxx)

01

B. Standard document number

Organizational Identifier FY Doc type code Serial Number

C. Request Status or Process Code (X one block)

02

Initial Resubmission Correction Cancellation

Section A - TRAINEE INFORMATION

1. Applicant's name (Last - First - Middle Initial) Indicate preferred title (example - Miss, Mrs., Mr., Ms., LTC, etc.)		03 2. Social Security Number		04 3a. Organization Unit Identification Code (UIC)		b. Date of birth Year Month		05	
4. Home address (Optional - to notify in case of emergency)		5. Home telephone (Optional) Area code/Number		6. Position level/Supervisor position code (X only one)					
				Non-supervisory		Manager			
				Supervisory		Executive			
				Other (Specify)					
7. Organization mailing address (Branch - Division/Office/Bureau/Agency/Service/Command)		8. Office telephone Area code/AUTOVON/Number/Ext		9. Continuous federal service Years Months		10. Number of prior non-government training days			
11. Position title/function		11b. Handicapped? <input type="checkbox"/> YES <input type="checkbox"/> NO		12. Pay plan/series/grade/step Rank/MOS/AFSC or Navy Designator		13. Type of appointment		14. Education level	

Section B - TRAINING COURSE DATA

15a. Name and mailing address of recommended training source, school or facility		b. Location of training site (If same, mark box.) <input type="checkbox"/> (If not required, use for remarks.)							
16a. Training Type/ Subject Area Identifier		b. Course title or training services						c. Dispute code	
17a. Catalog/Course No		18. Training period (6 digits)		06 c. Record ID		19. Course hours per person (4 digits)		07 20. PART I - training codes (see instructions)	
b. Offering		a. Start		Year Month Day		a. During duty		Code	
		b. Complete				b. Non-duty		Code	
						c. TOTAL		Code	
20. PART II (See instructions)		d. Training credits		e. Priority		f. Training level		g. Method of training	
a. Training Facility/Vendor Unit Identification Code (UIC)		b. Security Clearance		Continuing education units		h. Training program		i. Reason for selec.	
		c. Allocation Status		Other (college, etc.)		j. Method of eval.			

Section C - COSTS AND BILLING INFORMATION

Training does not involve expenditures of funds other than salary, pay, or compensation.

21. Direct costs and appropriation/fund chargeable (Costs incurred and billed are not to exceed amount in 21a)		22. Job order number (Optional)								23. Labor costs (Optional)		24. Total of direct and indirect costs (Optional)	
a. Total direct authorized		12 \$ dollars cents		b. Tuition cost per person		\$ dollars cents		c. Books, material or other costs per person		\$ dollars cents		d. Funding source	
e. Accounting classification for direct costs		f. Signature of fiscal officer (follow local procedure)											
25. Indirect costs (For information purposes only)		a. Total indirect costs		13 \$ dollars cents		b. Travel cost per person		\$ dollars cents		c. Per diem/other costs per person		\$ dollars cents	
												d. Travel order number	

Section D - APPROVAL/CONCURRENCE

Section E - APPROVAL/CONCURRENCE

26. certify this training is job related. Supervisor (Name and title/code)		Area code/Number/Extension		29. Authorizing official (Name and title/code)		Area code/Number/Extension	
Signature		Date		Signature		Approved Date	
						Disapproved	
27. Does nominee meet prerequisites? Yes No If No, attach waiver request		30. If course not completed, return this form with an explanatory memo. School official/Trainee (Signature/code)					
I CERTIFY that this training meets regulatory requirements: Training Officer (Name and title/code)		Area code/AUTOVON/Number/Ext		a. Actual completion date		Year Month Day b. Grade	
Signature		Date		Date			
28a. Station Symbol		SF-1080		31. I certify that this account is correct and proper for payment in the amount of: Certifying official (Name and title/code)			
b. Billing instructions (Identify discount terms % days) Furnish original invoice and 3 copies to:				Signature			
				DSSN number		Check number	
				32. School official (Name and title)		Voucher number	
				Signature		Acceptance approval	
				Date		Yes Nominee accepted	
						No Not accepted	

TRAINING FACILITY Invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item B at top of page to assure prompt payment.

PRIVACY ACT STATEMENT

General—This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974 for individuals completing Federal nomination for training forms.

Authority—The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118).

Purposes and Uses—The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579, Section 7(b)—Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier to match the person completing the training with the correct master record in the Central Personnel Data File (CPDF). It will be used primarily to give you recognition for completing the training and to accumulate government-wide training statistical information. The information gathered through the use of the number will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN also will be used for the selection of persons to be included in statistical studies of training management matters. The use of the SSN is made necessary because of the large number of present Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

Employee's Signature

Date

33. **NOTE:** This agreement must be signed by the nominee for all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section G below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Section G — EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (Employee's Copy)

1. I AGREE that, upon completion of the Government sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.) **NOTE:** For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment), not to a segment of such an organization.
2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 21 and 25.
3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109(a)(2)) incurred by the Government in this training.
4. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
5. I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated service

(For non-government training only) _____

Employee's Signature

Date

34. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official.

Employee's Signature

Date

35. In order to protect the interest of the Department of Defense, an individual who fails to complete a training course or does not receive a satisfactory grade in accordance with the standards of the institution attended will be required to reimburse the government for the costs of that training.

Employee's Signature

Date

INSTRUCTIONS FOR COMPLETION OF DD FORM 1556

Item A - Enter NV-27-2331

Item 1 - Enter nominee's name.

Item 2 - Enter nominee's social security number.

Item 3a - Organization Unit Identification Number (UIC)

UIC for Marine Corps Air Station, Yuma - 62974

UIC for West Coast Commissary Store, Yuma - 67428

Item 4 - Home address is optional.

Item 5 - Home telephone number is optional.

Item 6 - Enter an "X" in the appropriate block as listed below:

Non-Supervisory

Supervisory

Manager

Executive

Other (Specify if Trainee/Intern/Apprentice, Upward Mobility, or Worker-Leader)

Item 7 - Enter the name and mailing address of the requesting Department, include office code or symbol.

Item 8 - Enter the telephone number of initiating office/supervisor or activity contact point.

Item 9 - For all non-government training enter years and months of continuous Federal service. (Current date minus service computation date. Service computation date is item 7 on SF-50.)

Item 10 - Enter only for non-government training. Entry will be total of non-government training days accrued by nominee within the last 10 years.

Item 11 - Enter the classified title of the nominee's position. Enter functional title only if the functional title is the primary reason for requesting training (e.g., EEO Counselor, Instructor, etc.).

Item 12 - Enter the pay plan, series, grade and step of the nominee (e.g., GS-00201-05-01/WG-05823-05-01).

ENCLOSURE (4)

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Item 13 - Enter the appropriate code to indicate nominee's type of appointment.

CC Career Conditional
C Career
T Temporary
I Intermittent
E Excepted

Item 14 - Enter the appropriate code to indicate nominee's highest level of education.

01 Some elementary
02 Elementary graduate
03 Some high school
04 High school graduate/GED
05 Terminal Occupation Program (when enrolled in business, trade or vocational schools)
06 Terminal Occupation Program (when business, trade or vocational school has been completed)
07 Started college
08 1 year of college
09 2 years of college
10 Associate degree
11 3 years of college
12 4 years of college
13 Bachelor degree
14 Post Bachelor
15 1st Professional
16 Post 1st Professional
17 Master degree
18 Post Master degree
19 6th year degree
20 Post 6th year degree
21 Doctorate
22 Post Doctorate

Item 15a - Enter the name and mailing address of training source, school or facility.

Item 15b - Place an X in the box if the location of the site is the same as item 15a. If not, enter the actual location of the training site.

Item 16b - Enter the exact course title from training facility/vendor announcement.

Item 17a _ Enter the training catalog/course number.

Item 18a - Enter scheduled/projected starting date of the training (e.g., July 9, 1986 shown as 86 07 09).

Item 18b - Enter completion date of the training.

ENCLOSURE (4)

Item 18c - Enter numeral "1" if the nominee is to start only one training event on the entered starting date. Enter "2" if the nominee is to start a second training event on the same date, and a "3" for the third event, etc.

Item 19a - Enter the number of hours of training to be received on government time. (Limit to 4 digits, e.g., 8 hours of training will be shown as 0008; 40 hours as 0040.)

Item 19b - Enter number of hours of training to be received on non-government time, i.e., on employee's own time. Limit to 4 digits.

Item 19c - Enter the total of 19a and 19b.

Item 20a - Enter one of the following 1-character numeric codes indicating the reason for the training.

1 - As a result of mission or program change. To provide the knowledges, skills and abilities needed as a result of change in activity mission, policies, programs, or procedures.

2 - As a result of new technology. To provide the knowledges, skills or abilities required to keep abreast of developments in the employee's occupational field, or in a related field.

3 - As a result of new work assignments. To provide the knowledges, skills or abilities needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program.

4 - To improve present performance. To provide the knowledges, skills or abilities needed to improve or maintain proficiency in present job. This code will be used for refresher training.

5 - To meet future staffing needs. To provide the knowledges, skills or abilities needed for future staffing needs through a planned career development program in an occupational speciality, executive or managerial development program; a management internship or a training agreement; or programs to update knowledge skills and abilities.

6 - To develop unavailable skills. To provide the knowledges, skills, or abilities needed for fields of work that are unique to the Federal government, or to meet government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates.

7 - Trade or craft apprenticeship. To provide the classroom or group portion of the formal training that, together with guided work experience, permits the employee to acquire the knowledges, skills and abilities needed to meet the full requirements for journeyman status in an apprenticeship program.

ENCLOSURE (4)

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8 - Orientation. To provide orientation in the policies, purposes, missions and functions of the employing activity or the Federal government for new employees.

9 - Adult basic education. To provide the basic knowledges, skills and abilities needed to permit the employee to function in the world of work.

Item 20c - Enter the letter or number from those below that identify the source of the requested training.

- A U.S. Air Force
- B U.S. Army
- C U.S. Navy
- D U.S. Marine Corps
- E Defense Logistics Agency
- F Other Department of Defense (DOD)
- G Allied
- 2 Government-Interagency (Federal other than DOD)
- 3 Non-Government designed for agency
- 4 Non-Government, College/Professional Association (Non-Profit)
- 5 State or local government
- 6 Non-Government/Contractor (Commercial for profit)

Item 20d - Enter the appropriate code.

- 1 Executive Development
- 2 Supervision
- 6 Retraining as result of CA/contracting out/MEO implementation
- 0 All others

Item 20e - Enter the appropriate number for the priority of the requested training.

- 1. Essential - Training that must be accomplished in the ensuing annual training cycle or it will have a direct adverse effect on mission accomplishment. Also, training required by law or regulation or higher authority.
- 2. Needed - Training which is required to provide for systematic replacement of skilled employees through developmental programs and if deferred beyond the ensuing training cycle will have an adverse effect on mission accomplishment in the period following.
- 3. Helpful - Training which is required for an employee who is performing at an adequate level of competence, but will increase their efficiency and productivity and may be accomplished after Priority 1 and Priority 2 needs have been met.

Item 20f - Enter the one most appropriate school or training level code.

- 1 Elementary
- 2 High school
- 3 Vocational/Technical/Secretarial/Business/Commercial/
Administrative
- 4 College, undergraduate
- 5 College, graduate
- 6 College, postgraduate
- 7 In-Service training (e.g., various DOD sponsored courses)

Item 20g - Enter the most appropriate code number.

- 1 On-the-job training (formal)
- 2 Rotation of work assignment
- 3 Seminar (training)
- 4 Conference/meeting/symposium
- 5 Correspondence
- 6 Directed study
- 7 Classroom (at training facility)
- 8 Classroom (instructor comes to special site/agency)
- 9 Test/equivalency

Item 20h - Enter the most appropriate code number.

- A Management intern
- B Engineer-in-training
- C Administrative intern
- D Shop trainee
- F College work study
- G DOD/OPM rotational assignment
- H Upward mobility agreement
- J Apprentice
- K Long-term training
- M Helper to journeyman
- N Other
- R Cooperative Program
- W Manager Development
- Y Executive Development
- Z None

Item 20i - Enter the code of the one reason having the greatest effect on the selection of the recommended source of training.

- 1 Quality of training
- 2 Most cost effective
- 3 Unique capability of training source
- 4 Location
- 5 Not available in government
- 6 Incidental to procurement of equipment
- 7 Timeliness

ENCLOSURE (4)

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Item 20j - Enter the appropriate code to indicate the method that the requesting activity will use to evaluate the effectiveness of the training.

- 1 Economic analysis
- 2 Accomplishment of stated course objective
- 3 Post-training performance
- 4 Questionnaires
- 5 Tests
- 6 Interview and follow-up
- 7 Other
- 8 None

Item 21a - If training involves expenditures of funds other than salary, pay or compensation, enter total direct authorized costs in dollars and cents. (This will be the sum of 21b and 21c.)

Item 21b - Enter the tuition costs/registration fee in dollars and cents.

Item 21c - Enter costs of all books, materials or other costs in dollars and cents. Leave blank if there is no cost.

Item 21e - Enter the accounting classification for direct costs from the COMCABWA Accounting Guide.

Item 21f - Signature of the Comptroller is required if there are direct costs for the training.

Item 25a - Enter the sum of 25b and 25c.

Item 25b - Enter total travel costs in dollars and cents.

Item 25c - Enter total per diem and other costs (ground transportation, parking fees, taxi fares, mileage, tips and other authorized miscellaneous expenses).

Item 26 - Enter the name and title of the supervisor requesting the training.

Item 28 - Enter the complete address of the Department that will pay for the training. If there are no direct costs involved, leave blank.

Item 29 - Enter the name, title and telephone number of the approving Department Head.

ENCLOSURE (4)

STATION DIRECTIVES REVIEW FORM

m: STATION ADJUTANT To: Date:
Lt. Loyano *CPO* *9 May 91*
Subj: *Sto-12410.1D cl 1* (Originator Code) (Date Published)
3BF *18 April 86*
Long Title: *Civilian Employee Training and Development Program*
Ref: (a) MCO P5215.1, The Marine Corps Directives System
(b) StaBul 5215, Station Directives Semi-Annual Checklist

1. The following action is requested as per references (a) and (b):

- ☒ The subject directive, originating from your section, requires annual review.
- ☐ The subject directive, originating from your section, has been previously reviewed. The projected staffing date of the required change or revision was due on _____. Provide the CURRENT status of this directive.
- ☐ The subject directive, originating from your section, requires a change/revision based on _____.

2. As directed by reference (a), review must be completed and this form returned endorsed to the Station Adjutant within five working days.

C. Loyano
Station Adjutant

FIRST ENDORSEMENT

Date:

From:

To: STATION ADJUTANT

1. Returned. The subject directive has been reviewed and the following applies:

- ☐ The directive is less than five years old and is current and accurate.
- ☒ The directive is less/more than five years old and requires change/revision. Required change/revision will be staffed for technical review by (date) 1 Oct 91.
- ☐ The directive is no longer required and may be cancelled.

2. REMARKS:

SIGNATURE OF ORIGINATOR:

Date:

Nancy M. Alcaraz

10 June 91

FOR USE BY DIRECTIVES CONTROL POINT

SIGNATURE OF REVIEWING OFFICER:

Date:

Q. Be

27 June 91

MCASY 5215/3 (Rev 8/88)

STATION DIRECTIVES REVIEW FORM

From: STATION ADJUTANT To: Date:
Files & Directives Clerk Civilian Personnel Officer 920414
Subj: (Originator Code) (Date Published)
StaO 12410.1D CH1 3BF 860418
Long Title:

CIVILIAN EMPLOYEE TRAINING

Ref: (a) MCO P5215.1 G, The Marine Corps Directives System
(b) StaBul 5215, Station Directives Semi-Annual Checklist

1. The following action is requested as per references (a) and (b):

- ☒ The subject directive, originating from your section, requires annual review.
- ☐ The subject directive, originating from your section, has been previously reviewed. The projected staffing date of the required change or revision was due on _____. Provide the CURRENT status of this directive.
- ☐ The subject directive, originating from your section, requires a change/revision based on _____.

2. As directed by reference (a), review must be completed and this form returned endorsed to the Station Adjutant within five working days.

Kenneth J. Hall
Station Adjutant
Files & Directives Clerk

FIRST ENDORSEMENT

Date: 23 April 92

From: Employee Development Specialist
To: STATION ADJUTANT

1. Returned. The subject directive has been reviewed and the following applies:

- ☐ The directive is less than nine years old and is current and accurate.
- ☒ The directive is less/more than nine years old and requires change/revision. Required change/revision will be staffed for technical review by (date) 1 NOV 92.
- ☐ The directive is no longer required and may be cancelled.

2. REMARKS:

SIGNATURE OF ORIGINATOR:

Nancy M. Alcaraz

Date:

4-23-92

FOR USE BY DIRECTIVES CONTROL POINT

SIGNATURE OF REVIEWING OFFICER:

Kenneth J. Hall

Date:

920505

MCASY 5215/3 (Rev 6-91)

STATION DIRECTIVES REVIEW FORM

a: STATION ADJUTANT

To: CPO

Date: 9/28

Subj:

(Originator Code)

(Date Published)

3BF 12410.10 CL1

18 Apr 86

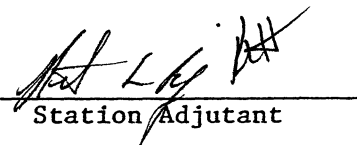
Long Title:

Civilian Employee Training + Development Program

Ref: (a) MCO P5215.1, The Marine Corps Directives System

(b) StaBul 5215, Station Directives Semi-Annual Checklist

1. The following action is requested as per references (a) and (b):

☒ The subject directive, originating from your section, requires annual review.☐ The subject directive, originating from your section, has been previously reviewed. The projected staffing date of the required change or revision was due on _____. Provide the CURRENT status of this directive.☐ The subject directive, originating from your section, requires a change/revision based on _____.2. As directed by reference (a), review must be completed and this form returned endorsed to the Station Adjutant within five working days.
Station Adjutant

FIRST ENDORSEMENT

Date: 20 June 1995

From: Personnel Management Specialist

To: STATION ADJUTANT

1. Returned. The subject directive has been reviewed and the following applies: *

☐ The directive is less than nine years old and is current and accurate.☒ The directive is less/more than nine years old and requires change/revision. Required change/revision will be staffed for technical review by (date).☐ The directive is no longer required and may be cancelled.

2. REMARKS: *Pending consolidated station order with Camp Pendleton.

SIGNATURE OF ORIGINATOR:

Nancy M. Alcaraz

Date:

20 June 95

FOR USE BY DIRECTIVES CONTROL POINT

SIGNATURE OF REVIEWING OFFICER:

Date:

MCASY 5215/3 (Rev 6-91)